

**JOB #2014-003-J2**[> Click Here for Further Information <](#)**Court Association Assistant****Where is AOC Located?**

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

**AOC PROFILE:**

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

**JOB NUMBER: 2014-003-J2****POSITION:** Court Association Assistant**SALARY:** \$43,572 TO \$57,240 per year DOQ\***LOCATION:** Olympia, Washington**OPENS:** January 15, 2014**CLOSES:** February 4, 2014

**\*NOTE: This position is part-time (20 hours per week). The salary shown above reflects a full-time position.**

**Court Association Assistant Job Overview**

- Reports to an Administrative Office of the Courts Manager and may take direction for specific assignments from senior staff.
- Provides assistance and coordination to staff by providing administrative and program support to judicial and court association staff and membership.
- Works independently within assigned area of expertise and responsibility, and participates on project team activities.

**Key Responsibilities**

- Provides administrative support to judicial and court administrative associations; makes arrangements for conference training and meeting facilities; arranges for and monitors billings, fees, travel expenses and other financial transactions related to conferences, meetings, and programs; prepares agendas and meeting notices; attends meetings and prepares and distributes minutes when necessary.
- May assist staff with monitoring legislative bills related to judicial associations and related committees.
- May assist staff with various projects that include conducting studies, gathering information, staffing committees and preparing narrative reports, memoranda, and presentation and training materials for judicial and court administrative associations.
- Assists in the development and revision of forms and procedures necessary for implementing programs, court rules and legislation.

**Court Association Assistant**

**AOC Offers...**

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System;
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

**Benefits:**

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

*The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov)*

**SPECIAL NOTE:**

**All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.**

**Key Responsibilities (continued)**

- Responds to correspondence, telephone, and email requests for technical assistance, publications, and other information.
- Confers with and assists management personnel on proposed and implemented projects.

**Key Competencies**

- Knowledge of: organization and operation of the Washington State court system; procedures and practices within the judiciary; techniques of business correspondence and report writing.
- English grammar and spelling; clerical procedures; office practices and procedures; word processing concepts, tools, and other computer applications; commonly used office equipment; and transcription.
- Ability to coordinate numerous program activities; plan work efficiently; establish and maintain effective working relationships with governmental and court officials at all levels.
- Communicate effectively, both orally and in writing.
- Interact professionally with the public and customers of the agency; prepare correspondence and reports independently.

**Qualifications**

A Bachelor's degree in public, court or business administration, or related field **AND**

- Four years of experience in progressively responsible administrative program support.
- Demonstration of relevant experience may substitute for education requirement.

**To be considered for this position, please submit:**

- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
- A chronological resume including: dates and total months/years in each position held for each previous employer.
- Completed AOC application form.

**Send materials by email, fax or postal service to:**

Washington State Administrative Office of the Courts  
Attention: Human Resources Office  
1206 Quince St SE / P.O. Box 41170  
Olympia, WA 98504-1170

Email: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov) or fax 360-586-4409